



IT Project Manager (ITS/AS 6)
Director's Office

Salary: \$66,420 – \$87,096 per year (Range 70)

OPENS: May 17, 2010

CLOSES: Open until filled

Candidate evaluation will be ongoing, and applicants are encouraged to submit materials by May 26, 2010, to ensure full consideration. The hiring authority reserves the right and may exercise the option to make a hiring decision at any time during the announcement period.

This is a project position with an anticipated duration of four years.

Location: Olympia, Washington

Agency Profile

The Washington State Department of Information Services (DIS) provides quality and reliable computing, telecommunications, and Internet services to state and local agencies, tribal governments, educational institutions, and not-for-profit organizations.

As the technology leader for Washington State, DIS provides innovative services so that government agencies can successfully serve the public. DIS also provides support to the Information Services Board (ISB) and other committees.

Job Overview

The Department of Information Services has an opening for an Information Technology Specialist (ITS/AS 6) within the DIS Project Management Office. As the designated highest technical expert, this position provides expert level technical and organizational leadership for Information Technology (IT) Project Management (PM). This position provides essential leadership, expert consultation and oversight of both internal and external facing IT projects that implement technologies and solutions used across the enterprise. Using advanced project management skills, responsible for managing high impact projects within assigned area that are critical to the success of the agency. Apply technical knowledge in the analysis, design and installations of computer software applications, hardware and network infrastructure equipment. Provide technical consultation to other IT specialists within DIS. Manage project resources in the agency resource management tool for assigned project areas.



Primary Responsibilities:

- As the enterprise Project Manager for assigned area, follow project management life cycle (PMLC) to complete mission critical projects and ensure proper project resources are assigned and tracked within due dates and budget.
- Define project scope, goals and deliverables that meet business goals in collaboration with senior management and project stakeholders.
- Effectively communicate and manage project expectations.
- Coach, mentor, motivate and lead project team members in their assigned work.
- Utilize the project resourcing tool to manage and maintain project resources.
- Provide customer and/or technical consultation.

Qualifications

- Minimum of 5 years of project management experience using advanced project management principles, tools and technical documentation with 3 years experience in consultative, information technology analysis and system maintenance within the last 7 years.
- Experience working with complex cross-functional projects and service delivery cycles.
- Demonstrated ability to successfully lead complex, cross-functional IT projects.
- Exceptional troubleshooting, problem resolution and customer management skills.
- Strong communication skills and experience mapping business requirements to appropriate functional/technical requirements.

Desirable Qualifications

- Bachelor's degree with emphasis in computer science, or related field.
- Project Management certification such as Project Management Professional (PMP).
- Experience using project management software such as MS Project, Clarity EPM Solutions and/or Primavera P6.
- Knowledge of Information Technology Infrastructure Library (ITIL) framework and Service Level Management.

Working for DIS

DIS is an agency on the move. With a talented workforce that has a depth of knowledge and understanding of information technology, DIS provides constructive, reliable and responsive services for all their clients.



DIS offers extensive opportunities for career growth and personal development through workshops, seminars, and other training opportunities as well as a tuition reimbursement program and promotional opportunities.

As one of the top ten places in the country for business and careers (Forbes' Magazine, 2007), and conveniently located at the crossroads of business and leisure, Olympia has become the preferred destination zone for business professionals in the Pacific Northwest.

Olympia is on the Puget Sound and is within easy driving distance of the rugged Olympic National Park, the city of Seattle, Mt. Rainier, Mt. St. Helens, and Pacific Ocean coastal beaches: all offering ample outdoor recreation opportunities. Home to an internationally-recognized educational institution and a vibrant arts scene, Olympia is also the location of the outstanding Farmer's Market, located at the downtown waterfront.

Employee Benefits

The State of Washington offers a comprehensive and competitive package of benefits to match the needs of our diverse workforce.

DIS eligible employees can choose from our outstanding [benefit package](#) including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; deferred compensation plans; educational benefits program; paid holidays; Commute Trip Reduction Incentives; training; and state retirement plans.

Special Notes

This is a project position with an anticipated duration of four years.

This position is covered by a union security provision. Therefore, as a condition of employment, candidates who are appointed are required to become members of the Washington Federation of State Employees, or pay other representational fees within the first 30 days of employment.

The incumbent in this position may be required to pass a Washington State Patrol criminal background check and meet all standards set by the WSP based on changes in technology and/or service delivery needs.

This announcement may be used to fill multiple vacancies.



How to Apply

Interested applicants should submit a letter of interest with a detailed description of their experience as it pertains to the Qualifications listed. Please include a current resume, and a minimum of three professional references.

Please send your application materials via e-mail to careers.wa.gov.

Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, may call (360) 902-3543 or Telecommunications Device for the Deaf 1-800-833-6388.

The Department of Information Services is an equal opportunity employer.